

January 11, 1949.

Dear Miss Cypert:

Enclosed herewith are time and attendance reports for New York and Washington, also travel and per diem report for the month of December, 1948.

Sincerely,

Secretary to Mr. Correa.

Miss Orine Cypert,  
Secretary to Mr. Blum,  
Office of the Secretary of Defense,  
Washington, D.C.

[Enclosures]

December 1, 1948.

Dear Miss Cypert:

Enclosed herewith are time and attendance reports for New York and Washington and also travel and per diem report, all for the month of November. These are all I have to report since the report sent with my letter to you of September 23, 1948.

As to the travel and per diem report - I suppose Mr. Correa will be reimbursed only for coach fare since he did not retain the ticket stubs, nevertheless, I report his actual outlay just to keep the record straight.

As to the per diem amount of \$15 - I arrived at this figure as follows (and follow me if you can - I could hardly follow it myself) - I took the number of hours worked (24) and divided it into quarters (6 hours) and multiplied it by \$2.50 and arrived at \$15.00. I gathered this is the way its done from "Government Travel Regulations" but I hope you will set me right if it is not.

Sincerely,

Secretary to Mr. Correa.

Miss Orine Cypert,  
Secretary to Mr. Blum,  
Office of the Secretary of Defense,  
Washington, D.C.

[Enclosures]

November 17, 1948.

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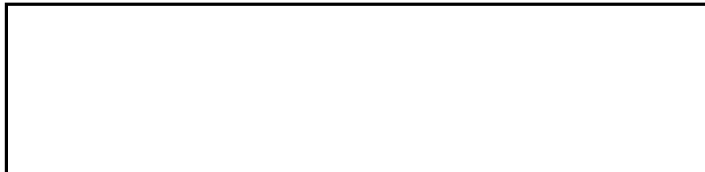


Herewith Mr. Correa's check in the amount of \$12.34, covering Mr. Correa's ticket to Washington and his share of the drawing room.

Sincerely,

Secretary.

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[Enclosure]

1. EMPLOYEE'S NAME <i>Correa</i>		2. GRADE		3. PAY PERIOD ENDING <i>12/14/48</i>		4. PAY ROLL No. <i>NSC-1</i>	
5. DIVISION OR SECTION <i>109</i>		6. RATE <i>35.00 p.d.</i>		7. TAX CODE <i>3</i>		8. BOND DEDUCTION <i>—</i>	
9. RET. DED. NO <input checked="" type="checkbox"/>							

	BASE PAY	OVERTIME	OTHER	GROSS PAY	TAX	RETIREMENT	SUBS. AND QRS.	OTHER	BONDS	NET PAY
10. OLD NORMAL PAY					<i>none</i>					
11. NEW NORMAL PAY					<i>none</i>					
12. ACTUAL PAY THIS PERIOD				<i>135.59</i>	<i>16.85</i>	<i>—</i>			<i>—</i>	<i>118.74</i>

13. EXPLANATION OF PAY CHANGE: *31 hrs. (3 das and 7 hrs.) 8 hrs ea. 11/21, 22, 23, and 7 hrs. 11/28/48*

WD FORM 58A *Approved For Release 2003/05/27 : CIA-RDP86B00269R000500050079-5*

NOTICE TO EMPLOYEE: When you receive other than your normal pay you will receive a new change slip. Keep it for future reference.

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OFFICE OF THE SECRETARY OF DEFENSE  
WASHINGTON

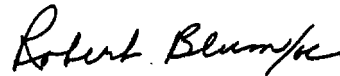
8 November 1948

Mr. Mathias F. Correa  
Cahill, Gordon, Zachary and Reindel  
63 Wall Street  
New York, New York

Dear Mat:

Enclosed please find copy of your travel  
order for the month of November.

Sincerely yours,



Robert Blum

Enclosure  
Travel order